



133rd MSA ANNUAL WINTER CONFERENCE

EXHIBIT DATES: December 11 – 12, 2018

Arrowwood Resort, Alexandria, MN

EXHIBITOR REGISTRATION FORM *or register online at www.mnsheriffs.org*

COMPANY NAME: _____

CONTACT PERSON: _____
FIRST LAST

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

NAMES OF THOSE ATTENDING: *(Please print clearly, conference nametags will be made for your staff)*

Two booth staff registrations are included in the exhibit registration fee. Additional staff will be charged \$50.00 per person

_____ (No Charge) _____ (No Charge)

_____ (\$50.00) _____ (\$50.00)

DO YOU NEED ELECTRICITY: YES NO

SPECIAL REQUESTS ***(NOT GUARANTEED)***: _____

PRIMARY PRODUCTS OR SERVICES: _____

LIST YOUR PRIMARY COMPETITORS *(TO BE USED FOR PLACEMENT PURPOSES)*: _____

BOOTH & SPONSOR INFORMATION:

DISPLAY TYPE: CHOOSE ONLY ONE OF THE OPTIONS, ELECTRICITY INCLUDED IF INDICATED ABOVE

_____ VENDOR REGISTRATION (RECEIVED BY NOVEMBER 27, 2018) @ \$495.00
_____ LATE VENDOR REGISTRATION (RECEIVED AFTER NOVEMBER 27, 2018) @ \$500.00
_____ RESOURCE TABLE (Non-profit organizations only, *pre-approval needed.*) @ \$175.00
_____ GOVERNMENT BOOTH (State or Federal Government) @ \$350.00

OTHER FEES:

_____ OVERSIZE BOOTH FEE @ \$50.00
_____ ADDITIONAL EXHIBIT STAFF @ \$50.00 (EACH)
_____ TUESDAY BANQUET** @ \$32.00 (EACH)
_____ Sponsorship \$250 _____ \$500 _____ \$750 _____ \$1000

**Meals and Winter Conference Banquet:

Your Tuesday and Wednesday lunches are included in the conference registration. We are inviting you to join us for the Tuesday evening MSA Banquet. We welcome and encourage your participation as we welcome our new leadership.

Please list any food allergies _____

TOTAL AMOUNT DUE _____ : Make checks payable to MSA

RETURN FORM TO: BY NOVEMBER 27, 2018

MINNESOTA SHERIFFS' ASSOCIATION, 100 EMPIRE DRIVE, SUITE 222, ST. PAUL, MN 55103

PHONE: (651) 451-7216, EMAIL: INFO@MNSHERIFFS.ORG FAX: (651) 451-8087

This Contract for Exhibit Space represents an official agreement between the Exhibiting Company (Exhibitor) and the Minnesota Sheriffs' Association (Exhibit Management).

Exhibit Booth Regulations:

- Displays will receive an 8' table to display their exhibit, table covering & skirting and a chair. Displays must not exceed 7' high x 9' wide.

Displays that do not meet the above requirements must receive pre-approval by the exhibit management.

Sharing Booth Space

Sharing booth space by more than one company/organization **is strictly prohibited**. One company name will be listed per exhibit.

Staffing of Exhibit Booth

Two booth staff registrations are included in the price of a booth (except for Resource Tables, which will include one staff person). This registration gains access to all events in the exhibit area.

Exhibit Space Reservation

Space is limited and will be confirmed via fax and/or email upon receipt of payment.

Give-Aways and Raffles

- Raffles at the exhibitor's display are strictly prohibited. Exhibiting companies may donate items to be held in the MSA raffle drawings which will be held during the conference by exhibit management.
- Give-aways with a perceived value exceeding \$5.00 (not actual cost of item) may not be handed out at the exhibitor's table.

Refusal of Booth Space

All exhibit bookings are subject to the approval of exhibit management. Exhibit management reserves the right to refuse space rental for any reason including a conflict with the intent of the Exhibit or the mission of the Association.

Cancellation and Violation of Terms, Conditions, and Details

All cancellations are subject to a \$75.00 administrative fee. NO REFUNDS will be given for cancellations made after November 27, 2018, although we will apply the booth fee to a conference sponsorship.

Violations of any of these terms and conditions or any details will result in termination of this agreement. In this event, any previous exhibitor payment is forfeited and exhibit management may reassign the space.

Exhibit Management Reserves the Right To:

- Make any necessary adjustments to booth locations, booth assignments, and exhibitor floor plan.
- Make any necessary changes or exceptions to terms, conditions, and details.
- Refuse any display, or portions thereof, that does not meet the local fire, safety, building, etc. codes.

All Exhibitors are Responsible For:

- Abiding by these terms and conditions.
- Educating booth staff on these terms, conditions, and details.
- Any additional arrangements for their booth (i.e. insurance or shipping arrangements), including signing for receipt of shipped materials. Charges associated with these items are the responsibility of the exhibiting company.
- Creating a display that meets local fire, safety, building, etc. codes.
- Staffing exhibit booth during exhibit open hours as published in the final program.
- Registering all exhibit booth staff with exhibit management.
- Any damage done to the facility caused by the exhibiting company's booth staff or its agents.
- The safety and security of any and all valuables in the booth.

Exhibitor Agrees:

- To keep their display within their designated exhibit space. Displaying items in the aisles is not permitted.
- To set up/tear down display during designated times only unless prior arrangements are made with, and approved by, exhibit management.
- Not to display or distribute promotional materials outside of their booth space.
- That the exhibit management, its volunteers, and its agents are in no way responsible for theft or damage to exhibit booth and/or exhibitor's property during the exhibition (including move in and move out).

I understand and agree to the terms and restrictions listed on this form. I will be responsible for educating booth staff on these terms, conditions, and details.

Signature: _____

Date: _____